

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 9 Motions/Applications/Notices (Fee Required)

This procedure demonstrates the steps to electronically file a fee based motion.

Motion/Application/Type Notice	Fee Due
Abandonment of Property	\$ 150.00
Convert Case to Chapter 7 <i>(NOTE - To file a Notice of Voluntary Conversion to Chapter 7 select from the Notices menu option)</i>	\$ 15.00
Convert Case from Chapter 7 or 13 to Chapter 11 by Debtor	\$ 645.00
Deconsolidate (or Split/Sever) a Joint Case	\$ 155.00 - Ch 7/13 \$ 800.00 - Ch 11 \$ 200.00 - Ch 9
Leave to File Notice of Appeal	\$ 5.00
Notice of Appeal and/or Cross Appeal Notice of Filing and Docketing Fees	\$ 255.00
Relief from (or Modify/Vacate) the Automatic Stay	\$ 150.00
Reopen a Closed Case* <i>*Fees for Motions to Reopen to Administer Additional Assets are deferred if an Affidavit to defer is concurrently filed by the trustee.</i>	\$ 155.00 - Ch 7/13 \$ 800.00 - Ch 11 \$ 200.00 - Ch 12
Withdrawal of Reference of a Case	\$ 150.00

Some processes for filing fee based motions described above differ with each transaction. For example, motions seeking relief from stay may be filed on negative notice; filers of motions to compel abandonment of property may wish to add a property description to the docket text, and the Withdrawal of Reference motion sets an objection deadline. These transaction screens may differ, however all are fee based events and require the corresponding document be filed in PDF format.

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To illustrate a sample event, we are going to file a Motion for Relief from Stay, filed by a creditor's attorney, seeking relief on negative notice pursuant to Local Rule 4001-1(C).

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Motions/Applications**.

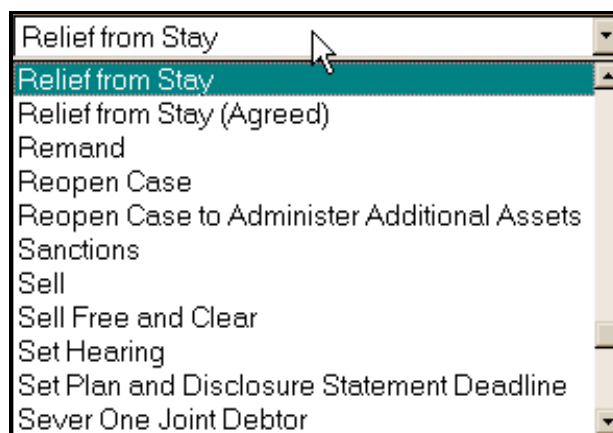
STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**.

◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A document selection screen will display.

◆ Click on the arrow to obtain the alphabetical drop down list, then highlight a title with the cursor and click on it, or enter the first letter of the title and repeat as needed until it appears. In this example, press "r" repeatedly for Relief from Stay. Click **Next**.



◆ Click on the check box if document is being filed jointly with other attorney(s).

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STEP 5 The **Select the Party** screen will display.

- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. For our example, a creditor is selected.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

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STEP 6 The **Party Information** screen will display - Enter or change fields as needed. For our motion, the creditor was not a party in the case, but they are in the court's database. Select them, then click **Submit** (see below).

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO "CREDITOR".

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- STEP 7 After selecting, or creating the party in the case, the creditor's name will be highlighted in the **Select the Party** screen. Click **Next**.
- STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed. Click **Next**.
- NOTE:** If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.
- STEP 9 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.
- STEP 10 The system will prompt "Is Negative Notice invoked?". For our example case, we will select **Yes** reference "negative notice" in the docket text. Click **Next**.
- STEP 11 A fee verification screen appears - The fee of \$150.00 displays. Click **Next**.
- STEP 12 The **Docket Text: Modify as Appropriate** screen will display - Click the arrow to display the prefix options. **NOTE** - You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with that particular letter (e.g., Verified type "v"). Our motion does not need a prefix or additional text, therefore we will accept this entry and click **Next**.
- STEP 13 The **Docket Text: Final Text** screen will display - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

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Docket Text: Final Text

Motion for Relief from Stay [Negative Notice] [Fee Amount \$150] Filed by Creditor Ford Motor Credit Company (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

STEP 14 The **Paying the filing fees** screen will display - Summary of current charges will appear. **NOTE** - It may take several moments to appear.

- ◆ Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting Continue Filing, you will be reminded to pay all fees after each transaction and any additional fee transactions will be added.

Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****

Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-02-28 11:56:22	Motion for Relief From Stay(05-10129-RAM) [motion,mrlfsty] (150.00)	\$ 150.00
Total:		\$ 150.00

Pay Now Continue Filing

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- ◆ Next, the system will prompt for credit card information. Complete all the required fields. Click **Continue**.

- ◆ Next, the system will prompt for authorization and a confirmation e-mail. The payment steps are listed on the right side of the screen. Click **Make Payment** to complete, or **Edit** if changes are needed.
- ◆ If the filer enters an e-mail address to receive a **Confirmation Receipt Request**, it will be automatically e-mailed.

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- ◆ **Confirmation of payment** screen will display. Click **Close Window**.

<p align="center">U.S. Bankruptcy Court Southern District of Florida</p> <p>Thank you. Your transaction in the amount of \$ 150.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 48890.</p> <p>Detail description: Motion for Relief From Stay(05-10129-RAM) [motion,mrlfsty] (150.00)</p> <p align="center">Close window</p>
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CRITICAL ISSUE - Registered users must pay ALL fees before 3:00 a.m. the following day or their login code will automatically be placed in a lockout status, thereby preventing them from filing more documents until all fees are paid.

STEP 15 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.